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Disabled American Veterans  
Membership System User Manual  
for  
Department Commanders and Adjutants

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## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

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## Basic Web Application Usage

### Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike **<F11>** on the keyboard. To leave Full Screen Mode strike **<F11>** again.

### Tabbing

Navigation through the page can be accomplished through the use of the **<TAB>** key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

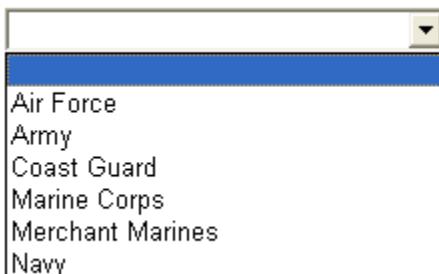
<b>&lt;TAB&gt;</b>	Move the cursor forward one screen element
<b>&lt;SHIFT&gt;&lt;TAB&gt;</b>	Move the cursor backward one screen element

### Pull Down Menus

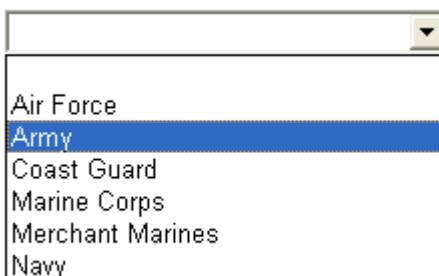
Pull down menus allow the user to select from a list of many options.



A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.



A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an ‘M’. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

### Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

Male  Female  Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

**WARNING:** Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

### Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

Member  
 Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

### Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

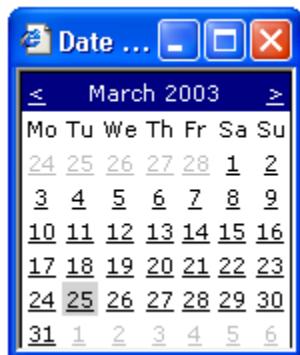
It may be useful to use the following keyboard shortcuts:

Today's Date	<.>
Next Day	<+>
Previous Day	<->

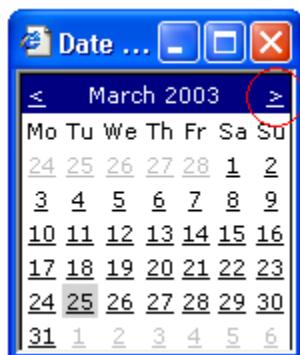
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.



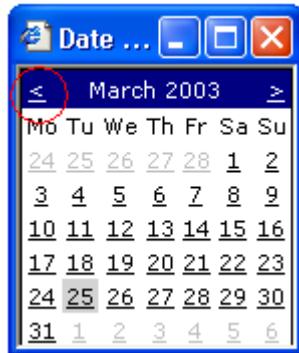
The following is an example of the calendar that appears:



To advance forward one month click on the arrow to the right of the Month and Year as shown below:



To go back one month click on the arrow to the left of the Month and Year as shown below:



To select the desired date simply click on the day.

### Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

# Member Login

### Overview

To access the Membership System, you need to go to the website address: [www.davmembers.org](http://www.davmembers.org). The following login screen will display:



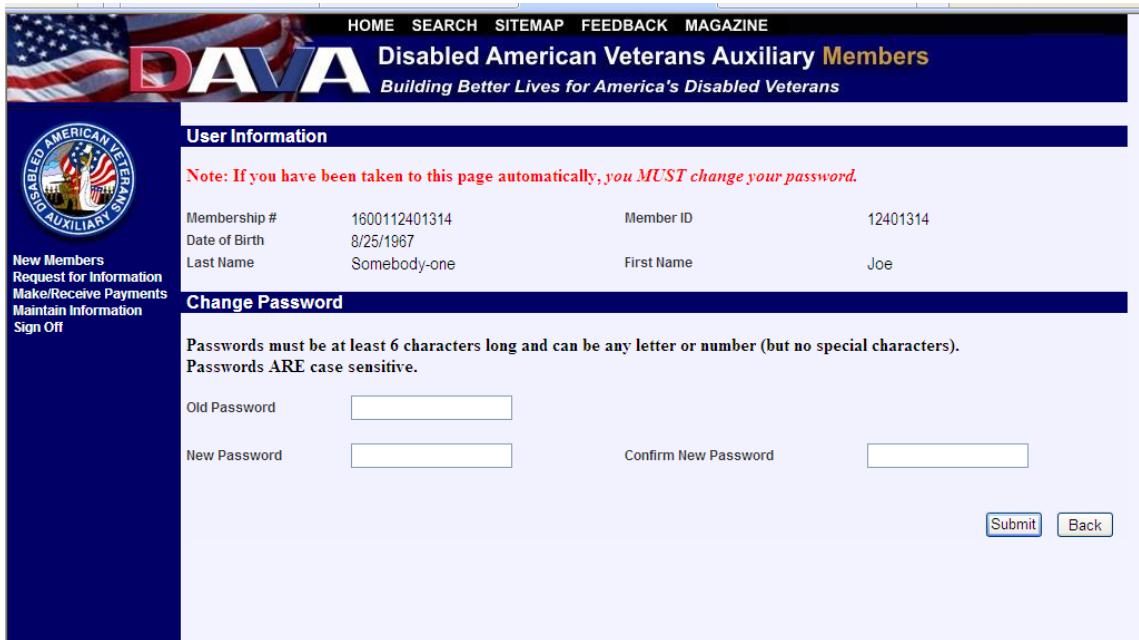
### Usage

Type in your membership number and password. The default password is your birth date (MM/DD/YYYY), and you will be taken to a screen to change your password the first time you login. If you are not a member, clicking on the **Join the Disabled American Veterans** link will take you to a membership application.

## Change Password

### Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the **Maintain Information** menu, if you decide to change your password again.



DAVA Disabled American Veterans Auxiliary Members  
Building Better Lives for America's Disabled Veterans

**User Information**

**Note:** If you have been taken to this page automatically, you **MUST** change your password.

Membership #	1600112401314	Member ID	12401314
Date of Birth	8/25/1967		
Last Name	Somebody-one	First Name	Joe

**Change Password**

Passwords must be at least 6 characters long and can be any letter or number (but no special characters).  
Passwords ARE case sensitive.

Old Password

New Password  Confirm New Password

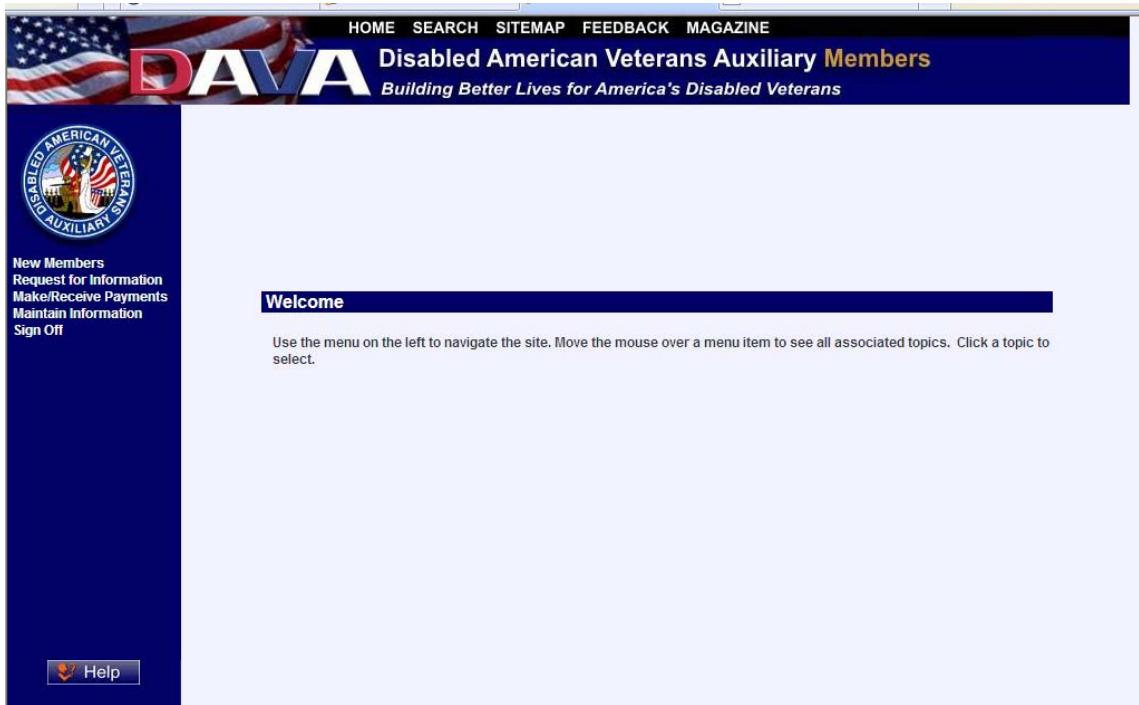
### Usage

To change your password, type your passwords in the required fields and press **Submit**.  
**Note:** Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

## Welcome

### Overview

Once you have successfully logged in, the **Welcome** screen will display. On the left, in the blue, you will be able to access menu items.



## DAV Online Application

### Navigation

From the New Members menu, select DAV Online Application.



### Overview

The screen allows you to enter a membership application.

The screenshot shows the 'Application for Membership' form. It is divided into two main sections: 'Step 1 -- Your Information' and 'Step 2 -- Membership Information'. The 'Step 1' section contains fields for Title, First Name, Middle Name, Last Name, Suffix, Street Address1, Street Address2, City, State, Zip (+4), Country, Daytime Phone, Email Address, Spouse's First Name, Gender (radio buttons for M or F), Date Of Birth (mm/dd/yyyy), and Social Security #. The 'Step 2' section contains fields for Service Branch, Date Enlisted (mm/dd/yyyy), Date Discharged (mm/dd/yyyy), Rank, Membership Eligibility (checkboxes for Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded), and Disabilities (checkboxes for Amputee, Blind, Hearing Impaired, Other). A 'Help' button is located in the bottom left corner of the form area.

### Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter lookup by clicking on the Chapter Preference field label. Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses, set the State to ‘XX’ and the Zip Code to ‘00000’.

Once all information has been entered, click on **Submit** to submit the application information. A confirmation screen will display:

**Step 1 -- Your Information**

Membership #:	1601912401514
Title:	
First Name:	Johnny
Middle Name:	
Last Name:	Hopkins
Suffix:	
Street Address1 :	105 Lincoln Dr.
Street Address2 :	
City:	Highland Heights
State:	KY
Zip (+4):	41076
Country:	USA
Daytime Phone:	
Email Address:	
Spouse's First Name:	
Gender:	M
Date Of Birth :	3/26/1956
Social Security #:	

**Step 2 -- Membership Information**

Service Branch:	
Date Enlisted:	11/3/2009
Date Discharged:	1/27/2010
Rank:	
Membership Eligibility:	
Disabilities:	
I Receive:	
VA Claim #:	
% of Disability:	
Chapter Preference:	19
Department:	KENTUCKY
Sponsor Membership #:	
Donor:	N

**Step 3 -- Payment Information**

Click on **OK** if the information is correct, or click on **Cancel** to return to the previous screen to make edits.

## New Magazine Subscription

### Navigation

From the New Members menu, select New Magazine Subscription.



### Overview

The purpose of this screen is to accept paid magazine subscriptions.

## Usage

Specify the number of copies, subscription duration in years, address and credit card information. When adding foreign addresses, set the State to ‘XX’ and the Zip Code to ‘00000’.

When finished entering all information, click on **Submit**. A confirmation screen will display:



The screenshot shows a web application for DAV (Disabled American Veterans) Members. The header includes the DAV logo, navigation links (HOME, SEARCH, SITEMAP, FEEDBACK, MAGAZINE), and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans".

**Application for Magazine Subscription Confirmation**

# Copies	1	Subscription Year(s)	1
Title	Mr.	Suffix	Sr
Last Name	Somebody-one	First Name	Joe
		Middle Name	E.

**Contact Information**

Street Address 1	3725 Alexandria Pike				
Street Address 2					
City	Cold Spring	State	OH	Zip (+4)	41076
Country	USA	Home Phone	859-441-7300		

**Payment Information**

Last Name (On Card)	Somebody-one	First Name (On Card)	Joe	Middle Initial (on Card)	E
Amount	\$15.00	Card Type	Visa	Card #	5555-5555-5555-5555
Exp. Date	07/11				
Address	3725 Alexandria Pike				
		Zip (+4)	41076		

Buttons: OK, Back

Click on **OK** if the information is correct, or click on **Back** to return to the previous screen to make edits.

## Chapter/Unit Listings by State

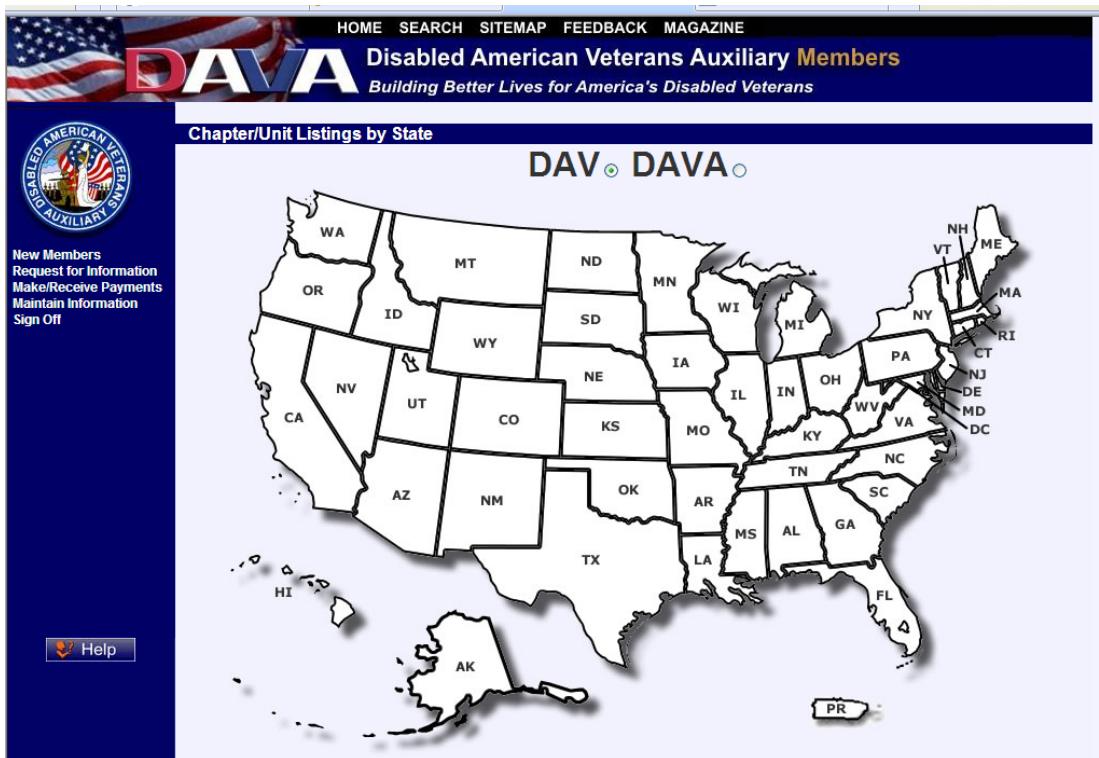
### Navigation

From the New Members menu, select **Chapter/Unit Listings by State**.



### Overview

The purpose of this screen is to display the chapters or units that have members residing in the selected state. The results of the screen can be used to place a member into a chapter/unit or to send meeting information via email.



## Usage

Select whether to look for DAV Chapters or DAVA Units. Next, click the appropriate state. The result set is then displayed on the same page in the following format:

**Chapter/Unit Listings by State**

**Kentucky - Chapter Information**

	CITY	ZIP	NAME	ADDRESS	TELEPHONE	MEETING TIME
<a href="#">Map</a>	<a href="#">Website</a>	Alexandria	41001 ALEXANDRIA #148	3205 US 27 VFW	859-791-7956	1st Wednesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Auxier	41602 BIG SANDY #18	Auxier Volunteer Fire Dept	606-899-8629	1st 3rd Friday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Beaver Dam	42320 OHIO COUNTY #11	124 Young St Wagon Wheel	270-274-3584	2nd Monday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Belfry	41514 BELFRY #141	Belfry Courthouse	304-475-4760	3rd Saturday, 2:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Benton	42025 BENTON #118	Mike Miller Park	270-354-6393	3rd Friday, 1:00 pm
<a href="#">Map</a>	<a href="#">Website</a>	Berea	40403 R. BAILEY MEM #160	Sr Citizens Center on Jefferson St	859-986-5357	2nd Tuesday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Booneville	41314 OWSLEY COUNTY #21	Owsley Co Courthouse	606-593-6423	1st Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Brownsville	42210 WAND B DOYLE #32	123 Washington Street	270-597-3133	1st Thursday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Cold Spring	41076 NORTHERN KENTUCKY #19	3725 Alexandria Pike	859-491-4415	3rd Tuesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Columbia	42728 ADAIR COUNTY #72	Basement of Chamber of Commerce Building	270-384-3594	5th Monday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Corbin	40701 CORBIN #22	Darrell Lane	606-549-5722	2nd Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Cumberland		MOUNTAIN TRAILS #53	606-848-0555	1st Tuesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Dawson Springs	42408 DAWSON SPRINGS #163	Dawson Springs Community Center	270-797-8605	4th Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Elizabethtown	42701 ELIZABETHTOWN #3	404 S Mulberry St	270-769-1083	2nd Thursday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Falmouth	41040 FALMOUTH #26	Subway Shelby St	859-654-3483	2nd Friday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Franklin	42134 FRANKLIN #125	823 N Main St VFW	270-586-8916	1st Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Ft Campbell	42223 SCREAMING EAGLES #101	Sportmans Lodge	931-552-9208	3rd Wednesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Glasgow	42141 GLASGOW #20	DAV Clubhouse Hwy 1297 Old B G Rd	270-361-9010	4th Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Grayson	41164 GRAYSON #147	Hood St Senior Center	606-286-0505	2nd Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Hazard	41702 HAZARD #64	165 Industrial Dr	606-439-3812	1st Friday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Hindman	41822 KNOTT COUNTY #171	Highway 550 South	606-642-3038	1st Thursday, 7:00 PM

Contact information is provided, as well as meeting time and address. To view the chapter's website, click the **Website** link. To view a map of the office's location, click the **Map** link.

## Find a local Chapter/Unit by Zip Code

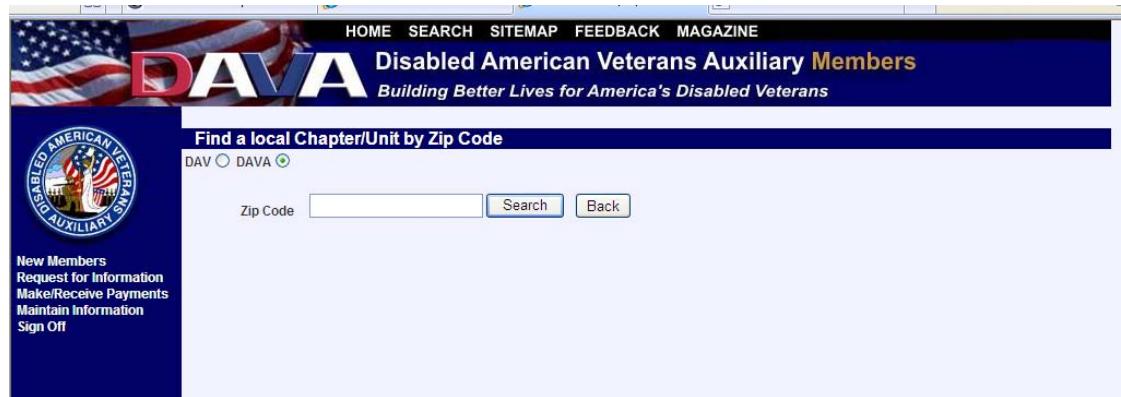
### Navigation

From the New Members menu, select **Find a local Chapter/Unit by Zip Code**.



### Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.



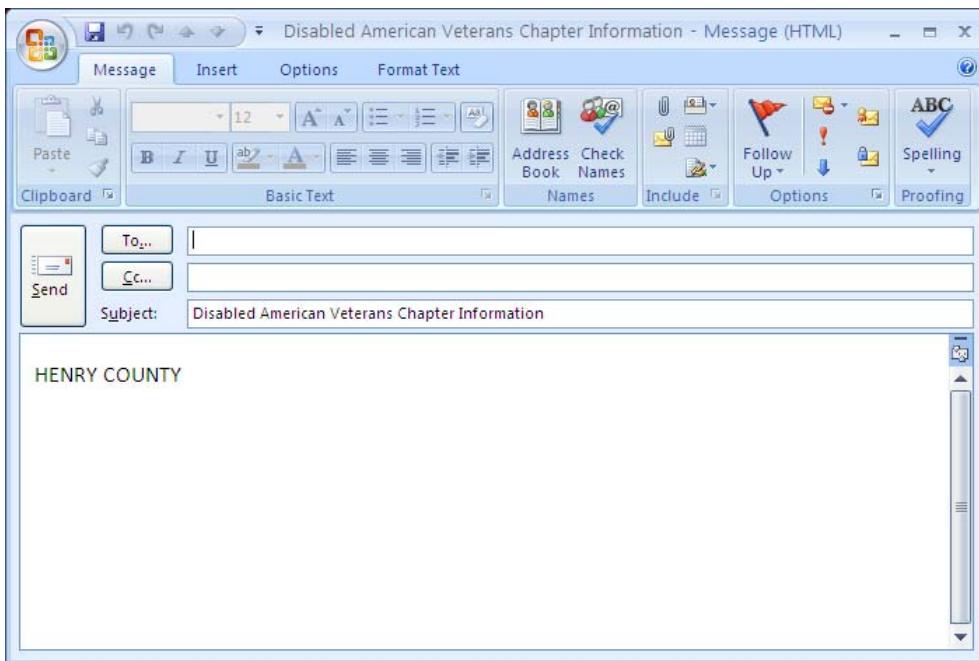
### Usage

Select whether to look for DAV Chapters or DAVA Units. Enter the zip code and click on **Search** (the zip code is required). The result set is then displayed on the same page in the following format:



	Chapter/Unit Number	Number of Members	Address	Phone #	Meeting Day and Time	
<a href="#">Website</a>	155	1948	8733 LaGrange Rd., Smithfield, KY 40068	502-743-5312	1st Monday, 7:00 PM	
<a href="#">Website</a>	89	1355	810 Barret Ave., Louisville, KY 40204	812-283-3237	2nd Tuesday, 6:30 PM	
<a href="#">Website</a>	19	750	3725 Alexandria Pike, Cold Spring, KY 41076	859-491-4415	3rd Tuesday, 7:00 PM	
<a href="#">Website</a>	156	660	230 Freedom Way, Radcliff, KY 40160	270-351-3666	4th Thursday, 7:30 PM	
<a href="#">Website</a>	149	529	10880 Hwy 44 E East Bowling Ctr., Mt Washington, KY 40047	502-482-1598	2nd Wednesday, 7:00 PM	
<a href="#">Website</a>	162	258	Science Hill, Science Hill, KY 42553	606-379-0100	5th Thursday, 7:30 PM	
<a href="#">Website</a>	150	227	702 Front St., Vanceburg, KY 41179		2nd Tuesday, 7:00 PM	
<a href="#">Website</a>	148	110	3205 US 27 VFW, Alexandria, KY 41001	859-781-7956	1st Wednesday, 7:00 PM	
<a href="#">Website</a>	26	75	Subway Shelby St., Falmouth, KY 41040	859-654-3483	2nd Friday, 7:00 PM	

Clicking on the email icon (envelope at the end of each row) brings up the name of the office in an email:



Simply address the email to the desired recipient and send the email.

# Reports

## Navigation

From the **Request for Information** Menu, select **Reports**.



## Overview

The purpose of this screen is to generate a variety of reports based on certain criteria (parameters) entered.

## Usage

Click on the **Report** pull down menu to display a list of report choices.



Select the type of report you would like to run from the drop-down menu, fill in the required parameters, and click on **Generate**.

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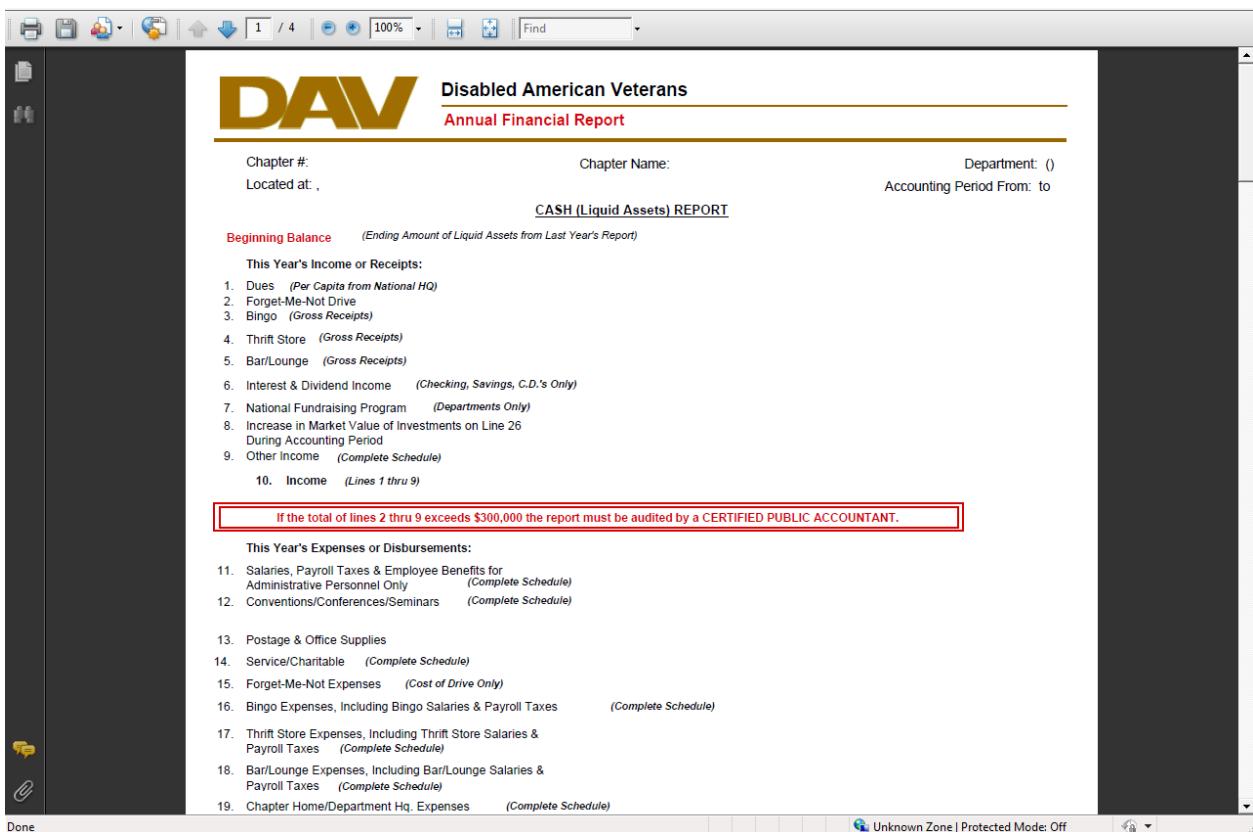
The following summary describes the reports in more detail:

**Annual Financial Report** – Allows you to view online, or generate a printable version of the department's financial report or the financial report of a specified chapter within that department.



Enter the desired date and click on **Generate**.

The report will display in the following printable format:

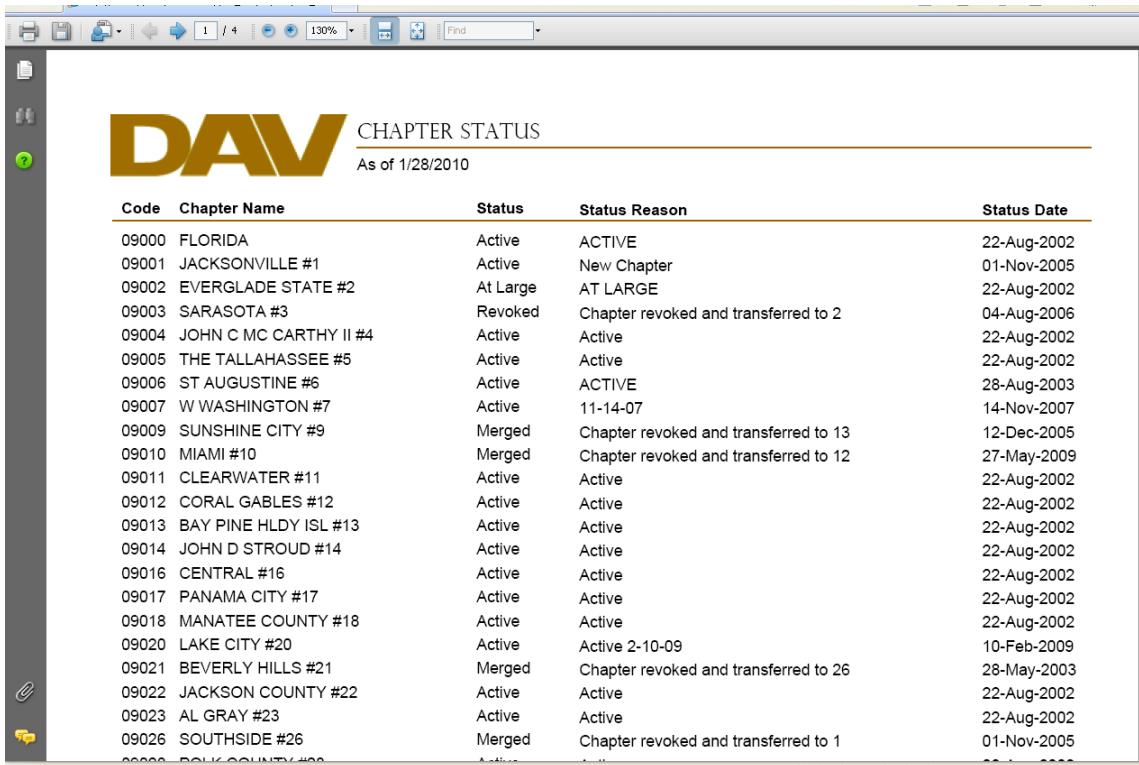


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**Chapter Status** – Denotes if a chapter or unit within that department has filed a Chapter Unit Officer or Financial report.

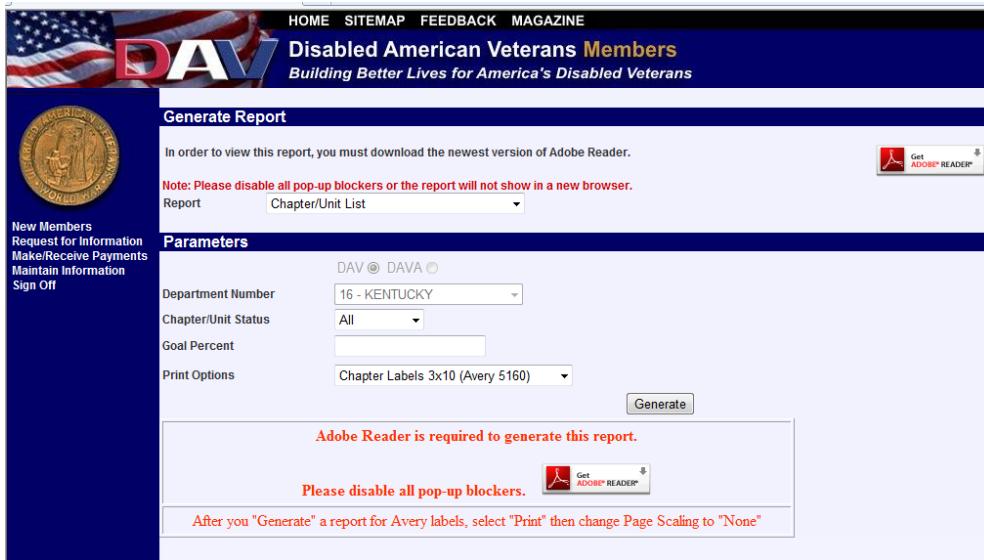
Enter desired dates and click on **Generate**.

The report will display in the following format:



Code	Chapter Name	Status	Status Reason	Status Date
09000	FLORIDA	Active	ACTIVE	22-Aug-2002
09001	JACKSONVILLE #1	Active	New Chapter	01-Nov-2005
09002	EVERGLADE STATE #2	At Large	AT LARGE	22-Aug-2002
09003	SARASOTA #3	Revoked	Chapter revoked and transferred to 2	04-Aug-2006
09004	JOHN C MC CARTHY II #4	Active	Active	22-Aug-2002
09005	THE TALLAHASSEE #5	Active	Active	22-Aug-2002
09006	ST AUGUSTINE #6	Active	ACTIVE	28-Aug-2003
09007	W WASHINGTON #7	Active	11-14-07	14-Nov-2007
09009	SUNSHINE CITY #9	Merged	Chapter revoked and transferred to 13	12-Dec-2005
09010	MIAMI #10	Merged	Chapter revoked and transferred to 12	27-May-2009
09011	CLEARWATER #11	Active	Active	22-Aug-2002
09012	CORAL GABLES #12	Active	Active	22-Aug-2002
09013	BAY PINE HLDY ISL #13	Active	Active	22-Aug-2002
09014	JOHN D STROUD #14	Active	Active	22-Aug-2002
09016	CENTRAL #16	Active	Active	22-Aug-2002
09017	PANAMA CITY #17	Active	Active	22-Aug-2002
09018	MANATEE COUNTY #18	Active	Active	22-Aug-2002
09020	LAKE CITY #20	Active	Active 2-10-09	10-Feb-2009
09021	BEVERLY HILLS #21	Merged	Chapter revoked and transferred to 26	28-May-2003
09022	JACKSON COUNTY #22	Active	Active	22-Aug-2002
09023	AL GRAY #23	Active	Active	22-Aug-2002
09026	SOUTHSIDE #26	Merged	Chapter revoked and transferred to 1	01-Nov-2005
09000	DOUK COUNTY #20			

**Chapter/Unit List** - Displays a list of all chapters or units by department. The report allows the user to specify chapters with all statuses, or only those with a specified status, such as Active, Suspended, On Hold, etc.



DAV HOME SITEMAP FEEDBACK MAGAZINE  
Disabled American Veterans Members  
Building Better Lives for America's Disabled Veterans

**Generate Report**

In order to view this report, you must download the newest version of Adobe Reader.

**Note:** Please disable all pop-up blockers or the report will not show in a new browser.

Report: Chapter/Unit List

**PARAMETERS**

DAV @ DAVA @  
Department Number: 16 - KENTUCKY  
Chapter/Unit Status: All  
Goal Percent:  
Print Options: Chapter Labels 3x10 (Avery 5160)

**Generate**

Adobe Reader is required to generate this report.  
Please disable all pop-up blockers.

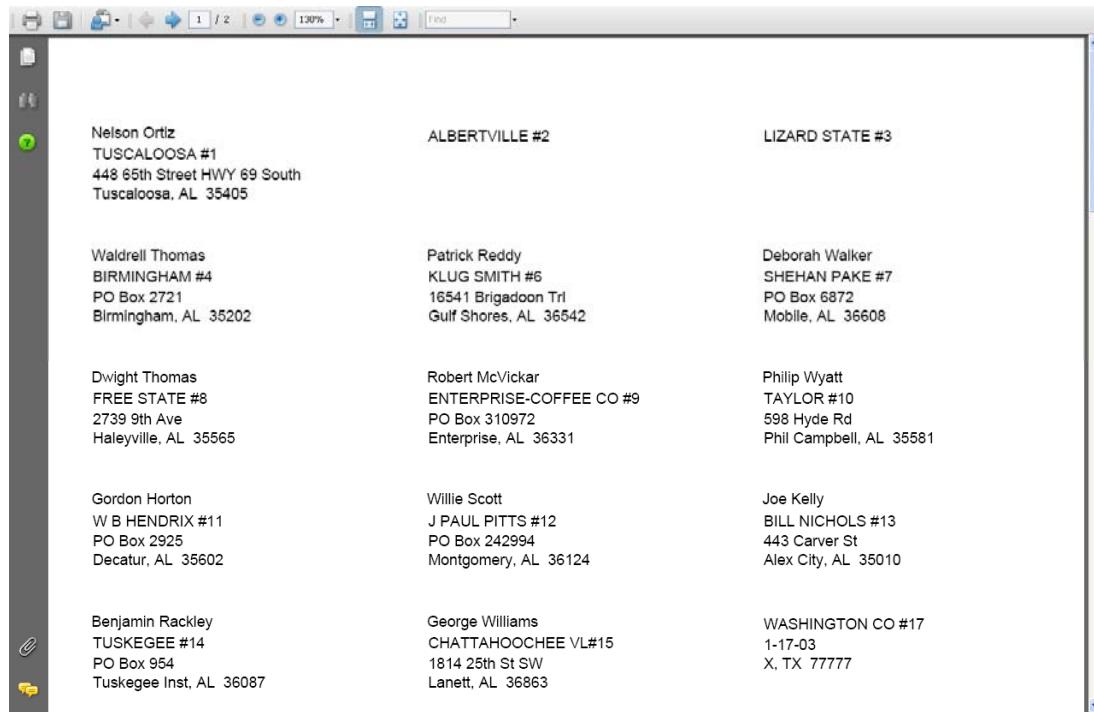
After you "Generate" a report for Avery labels, select "Print" then change Page Scaling to "None"

Select **Chapter Unit Status** using the dropdown arrow.

To print labels, select the desired label format from the dropdown list and click on **Generate**.

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The report will generate in label format:



For report format, select **Chapter List Report** from the **Print Options** dropdown list.

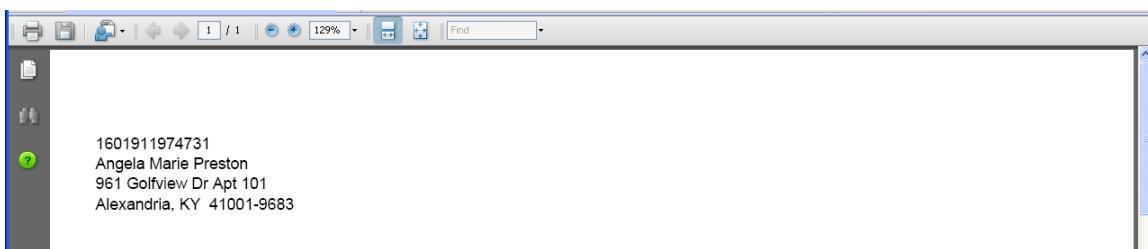
The report will generate in the following format:

DAV CHAPTER LIST						
Code	Chapter Name	Phone	Location	Officer to Receive Mail Name	Address	City/State
01000	ALABAMA	205-681-2352	Athens	A-Charles Richmond	7538 Misty Ln	Pinson, AL
*01001	TUSCALOOSA #1	205-247-4862	Tuscaloosa	A-Nelson Ortiz	448 65th Street HWY 69 South	Tuscaloosa, AL
*01002	ALBERTVILLE #2		Albertville			
*01003	LIZARD STATE #3		Athens			
*01004	BIRMINGHAM #4	205-251-6221	Birmingham	A-Waldrell Thomas	PO Box 2721	Birmingham, AL
*01005	KLUG SMITH #6	251-943-6328	Foley	A-Patrick Reddy	16541 Brigadoon Trl	Gulf Shores, AL
*01007	SHEHAN PAKE #7	251-478-5080	Mobile	A-Deborah Walker	PO Box 6872	Mobile, AL
*01008	FREE STATE #8	205-486-2564	Haleyville	A-Dwight Thomas	2739 9th Ave	Haleyville, AL
*01009	ENTERPRISE-COFFEE CO #9	334-475-4181	Enterprise	A-Robert McVickar	PO Box 310972	Enterprise, AL
*01010	TAYLOR #10	205-993-4645	Russellville	A-Philip Wyatt	598 Hyde Rd	Phil Campbell, AL
*01011	W B HENDRIX #11	256-773-3697	Decatur	C-Gordon Horton	PO Box 2925	Decatur, AL
*01012	J PAUL PITTS #12	334-271-5077	Montgomery	C-Willie Scott	PO Box 242994	Montgomery, AL
*01013	BILL NICHOLS #13	256-329-9716	Alexander City	A-Joe Kelly	443 Carver St	Alex City, AL
*01014	TUSKEGEE #14	334-721-1057	Tuskegee	C-Benjamin Rackley	PO Box 954	Tuskegee Inst, AL
*01015	CHATTahoochee VL#15	706-773-1607	Valley	A-George Williams	1814 25th St SW	Lanett, AL
*01017	WASHINGTON CO #17		Chatom		1-17-03	X, TX
*01018	FRANK L BRADFORD #18		Arab	A-Bruce Niemeyer	PO Box 512	Arab, AL
*01020	PIKE COUNTY #20	334-808-8679	Troy	C-Jerry Trotter	91 County Road 1158	Troy, AL
*01021	E J KIRKPATRICK#21	256-447-8590	Piedmont	C-Floyd Smith	615 Philadelphia Church Rd	Piedmont, AL
*01024	ANNISTON #24	256-692-3411	Aniston	T-Conrad Inamorati	51 Sulphur Springs Rd	Lincoln, AL
*01025	PRATTVILLE #25	334-365-1155	Prattville	A-Jerry Sulzy	PO Box 680562	Prattville, AL
*01026	HUNTSVILLE #26	256-259-3820	Huntsville	C-Robert Mellert	1808 Edwin St	Scottsboro, AL
*01027	AL MCLAUGHLIN #27	205-338-8556	Pell City	C-Margaret Rose	900 Pine Knoll Dr	Pell City, AL
*01028	BLOUNT COUNTY #28	205-681-2352	Oneonta	A-Charles Richmond	7538 Misty Ln	Pinson, AL
01031	MARENGO COUNTY #31	334-289-1251	Demopolis	C-Chester Belcher	PO Box 191	Demopolis, AL
01032	CLARKE COUNTY #32	251-743-2174	Grove Hill	A-Homer Williams	6 Enka St	Monroeville, AL
01033	CHILTON COUNTY #33	205-688-1194	Clanton	C-Clifton Blum	PO Box 2556	Clanton, AL
01034	MT VERNON #34	251-679-0415	Mt Vernon	C-Albert Tarver	9390 Lawshe Ave	Creola, AL
01035	LEO DUBOSE #35	251-679-2984	Saraland	C-James Matney	405 Norton Ave	Saraland, AL
01036	ARTHUR B KOSOW #38	251-456-3451	Pritchard	A-Donald Barton	PO Box 13114	Eight Mile, AL
01039	HI JACKSON #39	256-259-3820	Scottsboro	C-Robert Mellert	1808 Edwin St	Scottsboro, AL

**Membership List** - Displays a list of all members, along with the member's current address, phone number, balance due, and membership status in a specified department/chapter.

Enter the **Chapter Unit Number**, and select the **Membership Type** and **Membership Status** desired from the dropdown menus, or if you would like all types, leave the field as 'All'. Select the **Address Status** from the dropdown menu, if desired, and select the order in which you would like the information to display, (i.e. by membership number or alphabetical order etc.) and click on **Generate**. To print labels in a 3 x 10 format, leave the check mark in the check box.

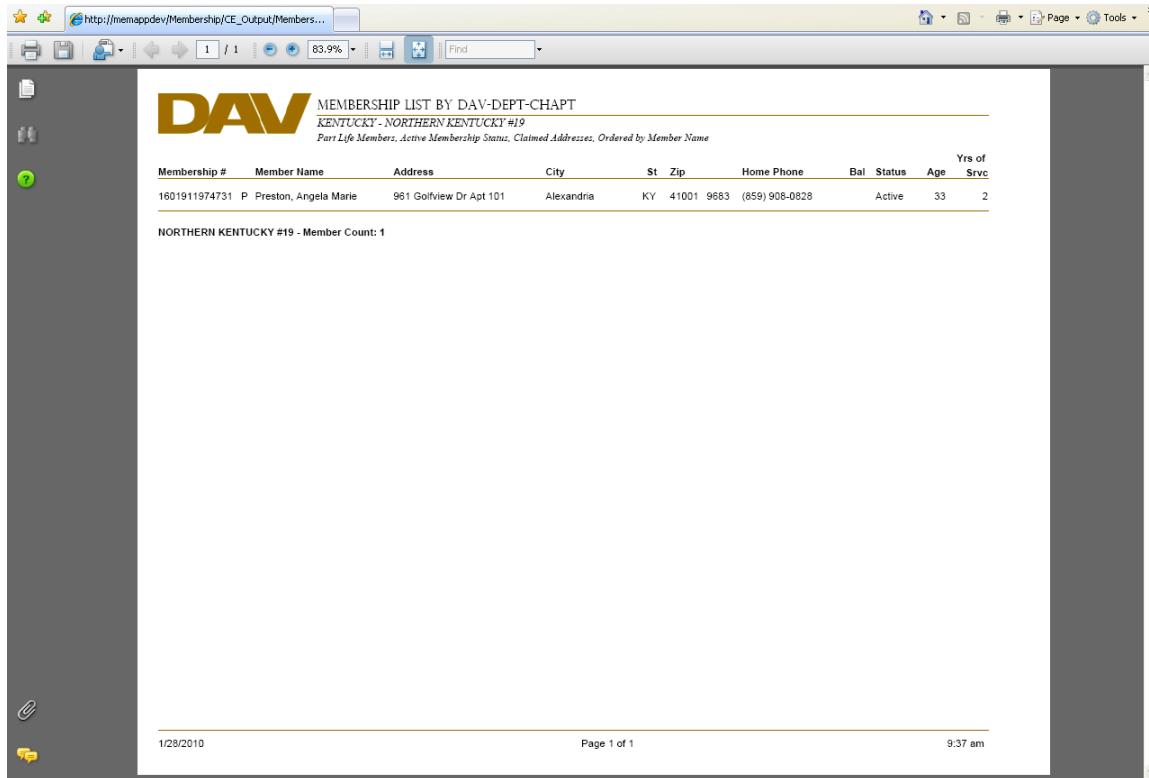
The report will generate in the following label format:



## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

For report format, uncheck **Print Labels** by clicking in the check box.

The report will generate in the following format:



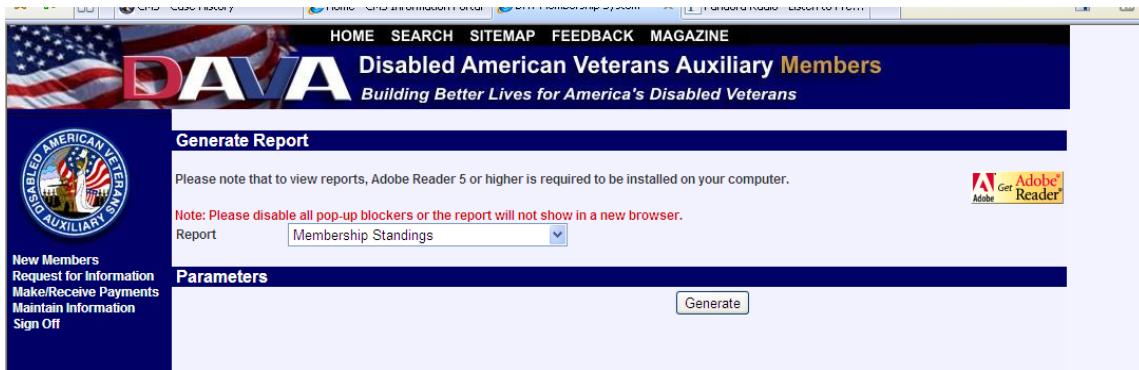
DAV MEMBERSHIP LIST BY DAV-DEPT-CHAPT  
KENTUCKY - NORTHERN KENTUCKY #19  
Past Life Members, Active Membership Status, Claimed Addresses, Ordered by Member Name

Membership #	Member Name	Address	City	St	Zip	Home Phone	Bal	Status	Age	Yrs of Svc
1601911974731	P Preston, Angela Marie	961 Golfview Dr Apt 101	Alexandria	KY	41001	9683	(859) 908-0828	Active	33	2

NORTHERN KENTUCKY #19 - Member Count: 1

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**Membership Standings** - Displays a list of all departments, and which division they belong to, based upon number of memberships. Division 1 - Over 35,000 members. Division 2 - 18,000 - 34,999 members. Division 3 - 10,000 - 17,999 members. Division 4 - 5,000 - 9,999 members. Division 5 - Under 5,000 members.



No parameters, simply click on **Generate**.

The report will display in the following format:

The report is a PDF titled 'MEMBERSHIP STANDINGS' and dated 'As of 01/27/2010'. It contains two tables: 'Division I - Over 35,000 Members' and 'Division II - 18,000 To 34,999 Members'. The first table shows data for California, New York, Pennsylvania, Florida, Ohio, Virginia, Texas, and North Carolina. The second table shows data for Minnesota, Colorado, Massachusetts, Kentucky, New Jersey, Oklahoma, Washington, and Missouri.

Present Standing	State	Life Member Population	Life Goal	% of Goal	Goal Variance
<b>Division I - Over 35,000 Members</b>					
1	CALIFORNIA	66,382	66,586	99.69%	-204
2	NEW YORK	46,695	46,915	99.53%	-220
3	PENNSYLVANIA	32,217	32,492	99.15%	-275
4	FLORIDA	54,035	54,683	98.81%	-648
5	OHIO	30,056	30,454	98.69%	-398
6	VIRGINIA	23,007	23,350	98.53%	-343
7	TEXAS	52,103	53,006	98.30%	-903
8	NORTH CAROLINA	29,001	29,567	98.09%	-566
<b>Division Totals</b>		<b>333,496</b>	<b>337,053</b>	<b>98.94%</b>	<b>-3,557</b>
<b>Division II - 18,000 To 34,999 Members</b>					
1	MINNESOTA	16,018	15,851	101.05%	167
2	COLORADO	16,436	16,293	100.88%	143
3	MASSACHUSETTS	29,441	29,514	99.75%	-73
4	KENTUCKY	17,026	17,092	99.61%	-66
5	NEW JERSEY	17,993	18,070	99.57%	-77
6	OKLAHOMA	15,439	15,566	99.18%	-127
7	WASHINGTON	17,249	17,398	99.14%	-149
8	MISSOURI	15,392	15,555	98.95%	-163

**Population Summary** - Displays a list of the current membership counts for a specified department, and all of its chapters.

No parameters, simply click on **Generate**.

The report will display in the following format:

State	Last Year's Total Members	Current Year			Full Paid Life				Dept - Name
		Trial Members	Part Life Members	Full Life Members	Total Members	Goal	Goal Pct	Goal Var	
001	18,747	1,349	1,992	14,310	17,651	14,725	97.16%	-415	ALABAMA
002	20,724	1,810	1,807	16,158	19,775	16,432	98.33%	-274	ARIZONA
003	13,825	1,056	1,004	10,879	12,939	11,028	98.65%	-149	ARKANSAS
004	115,345	36,876	4,325	66,382	107,583	66,586	99.69%	-204	CALIFORNIA
005 G	24,996	6,615	1,089	16,436	24,140	16,293	100.88%	143	COLORADO
006	9,371	454	514	7,923	8,891	7,970	99.41%	-47	CONNECTICUT
007	2,561	158	158	2,075	2,391	2,104	98.62%	-29	DELAWARE
008	2,312	103	181	1,848	2,132	1,878	98.40%	-30	D C
009	67,011	4,032	4,502	54,035	62,569	54,683	98.81%	-648	FLORIDA
010	22,879	3,009	2,527	15,600	21,136	16,158	96.55%	-558	GEORGIA
011	5,462	446	407	4,342	5,195	4,434	97.93%	-92	IDAHO
012	21,813	2,318	1,585	16,418	20,321	16,695	98.34%	-277	ILLINOIS
013	17,556	1,434	1,114	13,994	16,542	14,139	98.97%	-145	INDIANA
014 G	7,997	575	298	6,581	7,454	6,570	100.17%	11	IOWA
015	8,060	624	422	6,497	7,543	6,574	98.83%	-77	KANSAS
016	21,176	1,640	1,172	17,026	19,838	17,092	99.61%	-66	KENTUCKY
017	11,034	705	1,079	8,563	10,347	8,595	99.63%	-32	LOUISIANA
018	7,913	370	475	6,763	7,608	6,811	99.30%	-48	MAINE
019	16,114	1,145	1,172	13,030	15,347	13,203	98.69%	-173	MARYLAND
020	33,455	783	1,282	29,441	31,506	29,514	99.75%	-73	MASSACHUSETTS
021	29,663	1,798	1,647	24,133	27,578	24,404	98.89%	-271	MICHIGAN
022 G	18,774	862	743	16,016	17,623	15,851	101.05%	167	MINNESOTA
023	7,275	585	479	5,631	6,695	5,700	98.79%	-69	MISSISSIPPI
024	19,135	1,412	1,169	15,392	17,973	15,555	98.95%	-163	MISSOURI
025	4,679	430	261	3,642	4,333	3,667	99.32%	-25	MONTANA
026	7,267	547	428	5,867	6,842	5,903	99.38%	-36	NEBRASKA
027 G	6,821	805	446	5,224	6,475	5,195	100.56%	29	NEVADA
028	6,022	222	355	5,028	5,605	5,037	99.82%	-9	NEW HAMPSHIRE
029	21,386	932	1,100	17,993	20,025	18,070	99.57%	-77	NEW JERSEY
030	11,438	628	635	9,397	10,660	9,498	98.94%	-101	NEW MEXICO
031	55,166	2,334	2,248	46,695	51,277	46,915	99.53%	-220	NEW YORK
032	38,395	3,991	3,473	29,001	36,465	29,567	98.09%	-566	NORTH CAROLINA
033	4,801	170	358	4,189	4,717	4,191	99.95%	-2	NORTH DAKOTA
034	38,007	2,788	2,312	30,056	35,156	30,454	98.69%	-398	OHIO

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**Recruitment** - Displays a list of recruiters in a given department and chapter, for a specified membership year.

This report has options for specifying a **Source Code**, such as NSO Promo, Presep Program, etc. It has further options to retrieve information for a supplied **Employee Id**, **Minimum DAV** members recruited, and/or **Minimum DAVA** members recruited. Finally, it allows for multiple sorting options -- Member Name, Membership Number, and Total Recruits.

Select the desired parameters using the dropdown arrows and click on **Generate**.

The report will display in the following format:

Member Name	Membership #	DAV MEMBERS			DAVA MEMBERS			Avail. Points
		Part	Full	Total	Ann	Part	Full	
Baker, Gregory C.	25002L002364	7	2	9	0	0	0	22
Beaver, Vernon L.	25017L001887	0	1	1	0	0	0	16
Brawley, Burl W.	25002L000993	1	1	2	0	1	0	14
Burdette, Donna M.	25002AL00135	0	0	0	0	1	0	6
Clayton, Francina G	2500210621077	0	0	0	0	1	0	2
Clouse, Michael A.	25006L002105	2	0	2	0	0	0	21
Davidson, Susan F.	250101945912	1	1	2	0	0	0	4
Fitzpatrick, Chuck W.	25017L001981	0	1	1	0	0	0	2
Grantier, Kevin R.	25003L002545	35	28	63	1	1	2	43
Malby, Lawrence E.	250021948530	0	0	0	1	0	0	0
Owens, Harlon R.	250108070988	0	1	1	0	0	0	8
Paulson, Norman R.	25010L002400	2	3	5	0	0	0	24
Reilly, Ruddy R.	25003L002280	0	1	1	0	0	0	4
Thorpe, Charles L.	2501311960210	2	2	4	0	0	0	12
Tuss, Walter J.	2500210729565	0	0	0	0	1	0	2
Welliver, Alvina	25003AL00003	0	0	0	1	0	0	0
Wells, Richard L.	2501711732230	0	1	1	0	0	0	4

## Payment Submission

### Navigation

From the **Make/Receive Payments** menu, select **Payment Submission**.



### Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.

A screenshot of the 'Credit Card Payment Submission' form. The top navigation bar and DAVA logo are identical to the previous screenshot. The sidebar menu on the left is the same. The main form area is titled 'Credit Card Payment Submission'. It contains fields for: Membership # (input: 1600112401314), Secured by iThawte (with a 'click to verify' link), Last Name (on Card) and First Name (on Card) (input fields), Middle Initial (on Card) and Card # (input fields), Exp. Date (input field), Address (input field), Zip (+4) (input field), Beneficiary Membership # (input field), Secured by iThawte (with a 'click to verify' link), Sponsor ID or # (input field), Campaign Code (dropdown menu: None), and a 'Submit' button.

### Usage

Enter the Membership number and credit card information. The **Beneficiary Membership** number is optional and allows one person to pay for another person's

## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

membership. In the future, the **Campaign Code** will allow you to enter the code located on mailings and dues notices. Once the information is complete, click **Submit**.

A confirmation screen will display:



Click on **OK** if information is correct, or return to the previous screen to make edits.

## Maintain Member

### Navigation

From the **Maintain Information** menu, select **Maintain Member**.



### Overview

The purpose of this screen is to maintain and update your own member information.

**Member Information for Joe E. Somebody-one - 1600112401314**

**Service Record:** New

Start of Service	Service Branch	End of Service						
Era	Rank							
I Receive	VA Comp	VA Pension	Service Retirement	Disability	Amputee	Blind	Hearing Impaired	Other
Eligibility	Disabled	Gassed	Injured	Other	Prisoner of War	Purple Heart	Wounded	

**Armed Forces Expeditionary Medal:**

Congo	Grenada	Lebanon	Libyan	Mayaguez	Panama	Persian Gulf	Quemoy and Matsu	Isl. Salvador
Taiwan Straits		Vietnam/Thailand						

**Navy Expeditionary/Marine Corps Medal:**

Cuba	War on Terror	Indian Ocean/Iran	Lebanon	Libyan	Panama	Persian Gulf	Iranian/Yemen/Indian Ocean
------	---------------	-------------------	---------	--------	--------	--------------	----------------------------

**Other Medals:**

Army Occup. of Austria	Army Occup. of Berlin	Afghanistan Campaign	Army Occup. of Germany	Army Occup. of Japan	Chinese Service Medal
War on Terror	Iraq Campaign	Kosovo Campaign	Navy Occup. of Austria	Navy Occup. of Trieste	

**Buttons:** Next, Update

## Usage

Enter any changes to your information by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices. To switch between a member's service records, use the **Service Record** dropdown. To add a new service record, select **New** from the **Service Record** dropdown list.

When changing the marital status to married, the **Add Spouse** screen will display, allowing the operator to enter the spouse information.

This is the **Add Spouse** screen:

**Add Spouse**

Is spouse a member of DAV/DAVA?  Yes  No

**Spouse Information**

Last Name	First Name	Middle Name
Title	Suffix	Date of Birth
Gender	Ethnicity	

**Contact**

Street Address 1	Street Address 2
City	State
Country	Zip (+4)
	Home Phone

**Add** **Back**

Once all spouse information is complete, click on the **Add** button to add the information to the profile. The following screen will display, reflecting the updated spouse information:

**Member Information for Joe E. Somebody-one - 1600112401314**

Title	Mr.	Suffix	Sr.	Donor	No
Last Name	Somebody-one	First Name	Joe	Middle Name	E
Date of Birth	8/25/1967	Gender	M	Marital Status	Married
Nickname		Ethnicity			
Spouse Last Name	Somebody-one	Spouse First Name	Lady	Spouse Middle Name	
Spouse Date of Birth					

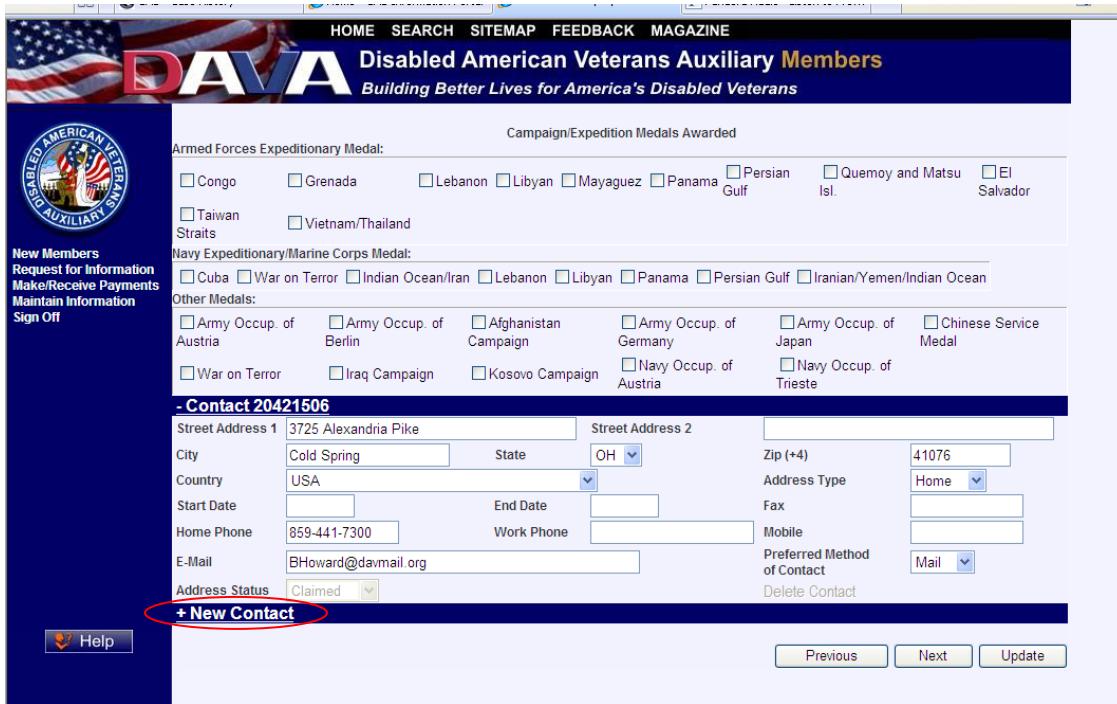
**Service Record:** **New**

Start of Service  Service Branch  End of Service

From this **Member Information** screen, clicking on the **Next** button takes the operator to the second page of **Maintain Member**, which will display contact information.

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The contact screen displays in the following format:



HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAVA** **Disabled American Veterans Auxiliary Members**  
Building Better Lives for America's Disabled Veterans

Armed Forces Expeditionary Medal:

Congo  Grenada  Lebanon  Libyan  Mayaguez  Panama  Persian Gulf  Quemoy and Matsu Isl.  El Salvador

Taiwan Straits  Vietnam/Thailand

Navy Expeditionary/Marine Corps Medal:

Cuba  War on Terror  Indian Ocean/Iran  Lebanon  Libyan  Panama  Persian Gulf  Iranian/Yemen/Indian Ocean

Other Medals:

Army Occup. of Austria  Army Occup. of Berlin  Afghanistan Campaign  Army Occup. of Germany  Army Occup. of Japan  Chinese Service Medal

War on Terror  Iraq Campaign  Kosovo Campaign  Navy Occup. of Austria  Navy Occup. of Trieste

**- Contact 20421506**

Street Address 1: 3725 Alexandria Pike Street Address 2: \_\_\_\_\_

City: Cold Spring State: OH Zip (+4): 41076

Country: USA Address Type: Home

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: 859-441-7300 Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: BHoward@davmail.org Preferred Method of Contact: Mail

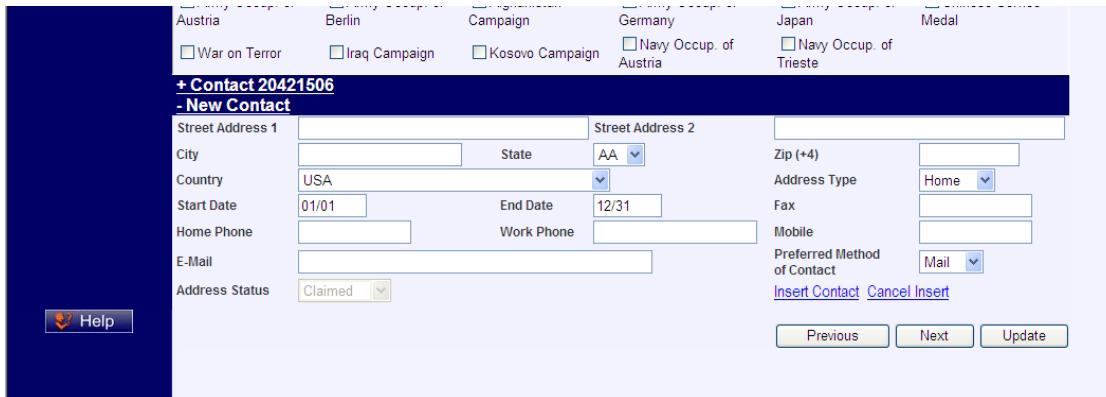
Address Status: Claimed Delete Contact

**+ New Contact**

Previous Next Update

You may correct any contact information and click **Update**.

To add a new contact, click on the **New Contact** (see circled item above) and the **New Contact** screen will display:



Austria Berlin Campaign Germany Japan Medal

War on Terror  Iraq Campaign  Kosovo Campaign  Navy Occup. of Austria  Navy Occup. of Trieste

**+ Contact 20421506**

**- New Contact**

Street Address 1: \_\_\_\_\_ Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: AA Zip (+4): \_\_\_\_\_

Country: USA Address Type: Home

Start Date: 01/01 End Date: 12/31 Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Preferred Method of Contact: Mail

Address Status: Claimed [Insert Contact](#) [Cancel Insert](#)

Previous Next Update

When you have finished entering all contact information, click on **Insert Contact** and then click on **Update**. Click on **Next** to access the last page of **Maintain Member**.

This second page is for editing contact information. Click on **Next** to access the last page of **Maintain Member**.

## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

This is the last page of **Maintain Member**:



HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAVA** Disabled American Veterans Auxiliary Members  
Building Better Lives for America's Disabled Veterans

Armed Forces Expeditionary Medal: Campaign/Expedition Medals Awarded

Congo  Grenada  Lebanon  Libyan  Mayaguez  Panama  Persian Gulf  Quemoy and Matsu Isl.  El Salvador

Taiwan Straits  Vietnam/Thailand

Navy Expeditionary/Marine Corps Medal:

Cuba  War on Terror  Indian Ocean/Iran  Lebanon  Libyan  Panama  Persian Gulf  Iranian/Yemen/Indian Ocean

Other Medals:

Army Occup. of Austria  Army Occup. of Berlin  Afghanistan Campaign  Army Occup. of Germany  Army Occup. of Japan  Chinese Service Medal

War on Terror  Iraq Campaign  Kosovo Campaign  Navy Occup. of Austria  Navy Occup. of Trieste

**Membership Status For Joe Somebody-one - Membership # 12401314 - Dept 16 - Chap 1** 1600112401314

Status Type	Active	Inactive Date	Years Delinquent	0
Account Type	Aux. Senior Member (Annual)	Card Issue Date	Card Expiration Date	06/30/2011
Convention Bound No	Convention Date	<input type="button" value="Re-Issue Card"/> Auxiliary Annual Paid 1		
Sponsor ID or #	Years of Membership 1			

**Transfer Request**

Transfer to Department  Transfer to Chapter/Unit Transfer Request Date Transfer Status

**Member Payment**

Last Payment Date	09/28/2009	Last Payment Amount	45.00	Method of Payment	Check
Total Paid	45.00	Payment Status	Processed	Prepaid # of years	1
Life Date		Life Amount	0.00	Balance	0.00
Amount Discounted	0.00	Amount Forgiven	0.00	# of Remaining Payments	0

You can request a transfer from one chapter to another chapter from this screen by selecting the desired department from the dropdown menu and clicking on **Transfer**.

You can click on **Make Payment** to access the **Payment Submission** screen.

Clicking on the **Previous** button takes the operator to the previous page of **Maintain Member**.

When finished entering all information, press **Update** to submit and update the member information.

### Search for Member

#### Navigation

From the **Maintain Information** menu, select **Search For Member**.



#### Overview

The purpose of this screen is to search for a member.



#### Usage

Input any known information and click on **Search**. Note that you do not need to input all information, but the more definitive the information, the more specific your results will be. You may also perform a “wild card search” by using an asterisk (\*) in the name fields if you are unsure of the spelling of the name. Ex: you can type in Anders\* for the last name if you do not know if the spelling is Andersen or Anderson. The results will be any names that start with Anders. Note also that this search screen is not case sensitive.

## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The results of this search will display in the following format:

Member ID	Last Name	First Name	Membership #	Previous Membership #	Date of Birth	City	State	Chapter/Unit
8119133	Andera	Donald	560568119133		5/1/1958	Milliani	HI	56
8153248	Andera	Jeremiah	140278153248		1/18/1940	Manly	IA	27
2341813	Anderako	Walter	42022L000175	42211L023782	2/4/1933	Killeen	TX	22
10757505	Anderberg	Carli	1201410757505		12/26/1981	Carbondale	IL	14
11710485	Anderberg	John	3300511710485		12/10/1925	Devils Lake	ND	5
1809786	Anderberg	John	40001L000795		12/10/1923	Sioux Falls	SD	1
1944064	Anderberg	Louis	33004L002517		7/8/1922	Stanley	ND	4
1873862	Anderberg	Paul	520521873862	220081873862	10/16/1960	Circle Pines	MN	52
1932295	Anderberg	Richard	49009L001453		5/21/1938	Grove	OK	9
1809770	Anderberg	Robert	14018L004920	14060L000114	6/16/1925	Hawarden	IA	18
581661	Anderchak	Edward	37008L015390	370080079093	2/3/1950	Pittsburgh	PA	8
1825130	Andereck	Steven	48015L004625		11/11/1954	Sheboygan	WI	15
2975318	Anderegg	Anton	520522975318	360102975318	1/3/1945	Gresham	OR	52
1856191	Anderegg	Clarence	48055L004123		4/30/1923	Nekoosa	WI	55
2441361	Anderegg	John	42219L023485	422190094603	7/16/1929	Austin	TX	219
571880	Anderegg	Kenneth	37076L016629		2/25/1921	South Park	PA	76
1734897	Anderegg	Richard	21044L016370		4/3/1951	Sterling Hts	MI	44
11254426	Anderegg	Richard	21006011254426		5/23/1925	Sterling Hts	MI	6
1705189	Anderegg	Richard	21001L016884	210330096543		Sterling Hts	MI	1
2729939	Anderegg	Robert	04093L026777		6/21/1932	Canoga Park	CA	93
8078408	Anderer	Joseph	121038076406		1/28/1944	Tinley Park	IL	103
1875229	Anderhofer	Stanley	22002L010444		7/5/1949	Centerville	MN	2
8407218	Anderjack	Andy	360108407218	360018407218	8/1/1950	Portland	OR	10
5141725	Anderkin	Barry	161555141725		1/11/1968	Loyall	KY	155
1477171	Anderkin	Elmo	16066L006785	16048L005620	4/13/1924	Mount Vernon	KY	66
1825558	Anderkin	Tammy	520521825558	02002L009591	6/27/1962	Sheboygan	WI	52
8186163	Anderle	Anna	040568186163		9/1/1975	Animas	NM	56

1 2 3 4 5 6 7 8 9 10

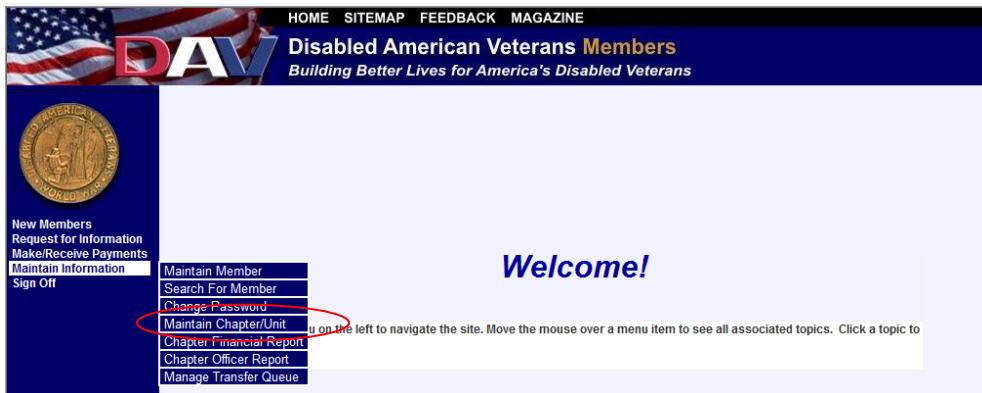
[Search](#) [Back](#)

The **Member ID** column displays the member ID in a hyperlink format which you can click on to access that particular member's record. Once you have located the record you desire, you can make changes to the member's information.

## Maintain Chapter/Department Information

### Navigation

From the **Maintain Information** menu, select **Maintain Chapter/Unit (or Department)**.



### Overview

The purpose of this screen is to maintain chapter (or department) information.

Field	Value	Field	Value		
Chapter/Unit #	19	Chapter/Unit Name	NORTHERN KENTUCKY #19		
Status	Active	Status Reason	IRS Reinstatle ltr 01/11/12		
Charter Location	Cold Spring	Employer ID (EIN)	61-6034763		
Charter Date	4/25/1932	Constitution Approval Date	4/18/1958		
Meeting Address		Zip (+4)	41076		
Street	3725 Alexandria Pk	City	Cold Spring		
Address 1		State	KY		
Street					
Address 2					
Phone	859-468-4757	Fax			
E-Mail		Preferred Method of Contact	Paper		
Officer to Receive Mail - READ ONLY					
Membership #	Name	Title			
Street		Street			
Address 1		Address 2			
City		Zip (+4)			
Phone					
E-Mail					
Last Year Membership	865	This Year Goal/Quota	783	Next Year Convention Fee	\$40
This Year Convention Fee	\$40	Last Activity Date	9/20/2011		

**Usage**

You may make edits to the information by typing in the appropriate fields and pressing **Update**. When adding foreign addresses, set the State to 'XX' and the Zip Code to '00000'.

## Department/Chapter Financial Report

### Navigation

From the **Maintain Information** menu, select **Chapter** (or Department) **Financial Report**.



### Overview

The purpose of this screen is to capture the information submitted for Department or Chapter Financial Reports into the Membership System.

Category	Description	Amount
This Year's Income or Receipts:	1. Dues (Per Capita From National HQ)	0.00
	2. Forget-Me-Not Drives	0.00
	3. Bingo (Gross Receipts)	0.00
	4. Thrift Store Income	0.00
	5. Bar/Lounge (Gross Receipts)	0.00
	6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	0.00
	7. National Fundraising Program (Departments Only)	0.00
	8. Increase in Market Value of Investments on Line 26 During Accounting Period	0.00
	9. Other Income (Complete Schedule) (Example: Member Donations, Refunds, Fundraising Income, ETC.)	0.00
	10. Total Income (Lines 1 Thru 9)	\$0.00
<b>This Year's Expenses or Disbursements:</b>		
11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Complete Schedule)	0.00	
12. Convention/Conferences/Seminars (Complete Schedule)	0.00	
13. Postage & Office Supplies	0.00	
14. Service/Charitable (Complete Schedule)	0.00	
15. Forget-Me-Not Expenses (Cost of Drive Only)	0.00	
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule)	0.00	
17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Complete Schedule)	0.00	
18. Bar/Lounge Expenses, Including Bar/Lounge Salaries & Payroll Taxes (Complete Schedule)	0.00	

### Usage

To view previously submitted reports, select the desired report period from the View Previous Report dropdown menu:



To begin a new Annual Financial Report, be sure Current Report appears in the View Previous Reports box.

Type in the accounting year and click on the **Check Accounting Dates** button. Provided that the accounting period is correct, the Annual Financial Report-In Process page will appear and allow for information to be entered. You may click on the **Financial Report Instruction** button to download a complete set of instructions for completing the report.

The Beginning Balance is brought forward from the last approved report on the Membership System.

All lines that require a schedule are identified by a dollar amount link that, when clicked on, will open the corresponding schedule. When finished entering items and amounts on the schedule, click on the **Save** button located at the bottom right of the schedule page. The total for the schedule will be brought forward into the financial report on that line.

Record any fixed assets, such as real estate, furniture, vehicles, and inventory by clicking on the **Other Assets Schedule** button at the bottom of the page.

If Membership numbers are not known for the Audit Committee, click on the **Membership #** link to execute a Search for Member.

Clicking on the **Save** button at the bottom of the page saves the report in its current state without approval. This is useful if the operator needs to leave a report incomplete and will be coming back to work on it later.

Clicking on the **Submit** button enters a completed report into the Membership System for review by National Headquarters. It is important that your report is accurate and complete before the **Submit** button is clicked. Once a report has been submitted it cannot be changed.

Once a report has been approved, it may be viewed by selecting it from the **View Previous Report** dropdown menu. The report will be displayed as read-only on the screen.

To print the complete financial report, please refer to the **Reports** section of this manual

## Department/Chapter Officer Report

### Navigation

From the **Maintain Information** menu, select **Chapter** (or Department) **Officer Report**.



### Overview

The purpose of this screen is to capture the information submitted on the Department or Chapter Officer Report.

### Usage

In most cases the operator will enter a report in its entirety; however, it is possible to save a partially completed report. Use the **Save** button at the bottom of the screen for this purpose. When the operator returns to the report, all of the previously entered information is present.

When entering officers, it is only necessary to enter their Membership #. If the number is not known, the operator may look up the member by clicking on the **Membership #** field label for the desired officer position. This will take the operator to the **Search for Member** screen. Once the appropriate member is found, clicking on their ID will return that user's information to the Officer Report.

The **Unlock** button is used to allow modification of an approved report. The **Force Approve** button is used to accept a report that is in violation of the business rules.

This report is available in a printable version as well for chapter or department records.

## MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

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